



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 1ST PERSONNEL COMMAND  
UNIT 29058  
APO AE 09081

AEUPE-CS-S1

25 July 2002

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Military Awards**

**1. References.**

- a. Army Regulation AR 600-8-22, Military Awards, Dated 25 February 1995.
  - b. USAREUR Regulation 600-8-22, Dated 6 March 2002.
  - c. HQ, 1st Personnel Command (1st PERSCOM) Memorandum, dated 20 June 2002, Subject: Delegation of Authority to Disapprove Recommendations for Award of the Army Commendation Medal (ARCOM).
  - d. Guidelines for Completing DA Form 638 - Recommendation for Award, Appendix A
- 2. Purpose.** To establish procedures on recommendations for awards sent to HQ, 1st PERSCOM for action. This MOI supersedes HQ, 1st PERSCOM MOI, Subject: Military Awards, Dated 17 October 2000.
- 3. Scope.** This memorandum applies to all units/organizations subordinate to Commander, 1st PERSCOM [Headquarters & Headquarters Company, 64th Replacement Company, USAREUR Army Band and Chorus (B&C), 38th, 55th, 90th, and 510th Personnel Services Battalions (PSB)].

**4. Background.**

- a. Leaders at all levels must conscientiously give the military awards program their full attention to ensure soldiers receive the recognition they deserve while maintaining program credibility. Awards are given to recognize performance that exceeds the requirements of regular duties.
- b. Soldiers who have performed exceptionally during their tour of duty in 1st PERSCOM will be considered for an end-of-tour award before they leave the command. Recognition must be based on specific accomplishments during the tour. The level of recognition will be based on the level of accomplishment.

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c. Leaders may recommend/present achievement awards for extraordinary actions taken during specific events. Before recommending an achievement award, leaders must remember that the event, achievement, and period in which the action occurred cannot be included in an end-of-tour award nomination. Achievement awards can prevent soldiers from meeting the criteria for an end-of-tour award if such “impact” awards already recognize the soldier’s significant accomplishments during their tour.

d. All awards for outstanding meritorious service or achievement will be presented to soldiers in a timely manner and prior to their departure from this command (see paragraph 1-17, AR 600-8-22, for the distinction between meritorious service and achievement awards).

e. When a soldier is reassigned from one unit to another (within or outside the Brigade) during a tour and performance is not considered significant enough to warrant an award, the losing commander will provide the gaining commander a Letter of Continuity. This Letter of Continuity should be incorporated in an end-of-tour award recommendation. The losing commander will provide the soldier a copy of the Letter of Continuity.

f. Soldiers who serve consecutive overseas tours may receive an award after the first tour if performance so warrants. These soldiers are also eligible for an award at the end of the next tour if performance again warrants it.

5. Responsibilities. Commanders, Directors, and Support Staff Chiefs will ensure all their units/organizations are aware of the procedures below:

a. Recommendations for Award sent to Headquarters, 1st PERSCOM for action.

(1) Meritorious Service Medal (MSM) or Higher Award. Recommendations for MSM and above will be submitted through: Intermediate Authority(ies) (i.e. approval authority’s subordinate commanders/supervisor’s command channel); Brigade S1, 1st PERSCOM (for processing); Commander, 1st PERSCOM (an Intermediate Authority); to Commanding General, USAREUR & 7A (approval authority). Recommendations for award will be submitted to arrive at the approval authority not later than 90 days and not earlier than 120 days before the desired presentation date.

(2) Army Commendation Medal (ARCOM). Recommendations for ARCOM will be submitted through: Intermediate Authority(ies) (approval authority’s subordinate commanders/supervisor’s command channel); Brigade S1 (for processing); to Commander, 1st PERSCOM (approval authority). Recommendations for award will be submitted to arrive at the approval authority not later than 60 days and not earlier than 90 days before the desired presentation date.

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(3) Army Achievement Medals (AAM). Commanders in the grade of Lieutenant Colonel and above have approval authority to award the AAM. For those units/organizations not having a LTC Commander, recommendations for AAM will be sent through: Intermediate Authority(ies) (approval authority's subordinate commanders/supervisor's command channel); Brigade S1 (for processing); to Commander, 1st PERSCOM (approval authority). Recommendations for award will be submitted to arrive at the approval authority not later than 60 days and not earlier than 90 days before the desired presentation date.

(4) Certificates of Achievement/Scrolls of Appreciation. 1st PERSCOM Certificates of Achievement or Scrolls of Appreciation are used to recognize a soldier's period of faithful service, acts, or achievements, which do not meet the standards required for decorations (i.e. medals). Recommendations for Certificates of Achievement or Scrolls of Appreciation will be submitted through: nominee's Chain of Command; Brigade S1 (for processing); to arrive at Commander, 1st PERSCOM (Approval Authority) not later than 30 days and not earlier than 60 days before the desired presentation date.

b. Letter of Lateness. Recommendations for awards submitted late (per timeframes in paragraph 5a above) must include a detailed explanation for the delay and corrective action taken to preclude similar situations (commonly called a letter of lateness, Appendix 2). The Commander/Director will sign the memorandum. Recommendations will not be disapproved based solely on lateness.

6. Processing DA Form 638, Recommendation for Award. The DA Form 638 will be completed as prescribed in references listed above and this memorandum. Commanders having award approval authority (AAM and below) will establish internal procedures for processing recommendations for award. A DA Form 200, Transmittal Record, (receipt requested) will be used to submit all recommendations for awards (original copies) to this headquarters. Guidelines for completing the DA Form 638 are at Appendix A.

7. Commanders of the 38th, 55th, 90th, 510th Personnel Services Battalions, and USAREUR Band and Chorus have the authority to disapprove recommendations for award of the Army Commendation Medal pertaining to members of their respective commands. The disapproval authority may not be further delegated (see Reference 1c).

8. Commanders and supervisors at all levels must take timely actions to ensure approved awards are presented with an appropriate air of formality at a fitting ceremony prior to the soldier's departure from this command.

9. Point of Contact is the undersigned, DSN: 379-7600, email: [yesisj@hq.1perscom.army.mil](mailto:yesisj@hq.1perscom.army.mil)

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SUBJECT: Military Awards

10. Soldiers First!

FOR THE COMMANDER:

2 Encl  
as

//Original Signed//  
JOHN J. YESIS  
Brigade S1

DISTRIBUTION:  
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DIR, EPMD  
DIR, OPMD  
DIR, PIMD  
DIR, TAPOD  
DIR, PSSD  
DIR, POD  
DIR, DOIM  
U'R RETN  
CMD RETN  
S1, S2, S3, S4

## APPENDIX A

### Guidelines for Completing DA Form 638 - Recommendation for Award, Table 3-4, AR 600-8-22

1. DA Form 638. All entries on DA Form 638 will be typed whenever possible. The only exception will be in a field environment when access to Automatic Data Processing (ADP) equipment is not readily available. In the absence of ADP equipment, handwritten DA Form 638's are acceptable if neat and legible. Use of correction tape and liquid white out will be used sparingly. Corrections will be neat and inconspicuous.

#### 2. Preparation of DA Form 638:

##### Block 1:

TO: Enter address of the appropriate award Approval Authority

MSM or higher: Deputy Commanding General  
USAREUR & 7A  
APO AE 09014

AAM/ARCOM: Commander, 1st PERSCOM  
Unit 29058  
APO AE 09081

Block 2: FROM: Enter address of the awardee's Immediate Commander

Commander, Det A, XXXth PSB  
APO AE 09XXX

Block 3: DATE (of final submission, not initial creation)

#### **PART 1: SOLDIER DATA**

Block 4: NAME (Last, First MI)

Block 5: RANK (SPC, SGT, SSG, etc.); **Do Not** indicate promotable status [e.g. SGT(P)] or spell out rank.

Block 6: SSN (self-explanatory)

Block 7: ORGANIZATION (organization soldier is assigned)

Block 8: List previous awards (except interim awards, service ribbons and skill badges) with the correct bronze/silver Oak leaf Cluster indicated (e.g., first award enter "ARCOM"; second

award enter “ARCOM-1OLC”; third award enter “ARCOM-2OLC”; fourth award enter “ARCOM-3OLC”; fifth award enter “ARCOM-4OLC”; sixth award enter “1 silver OLC”). This specific item (OLC) must also be reflected appropriately in block 10 (e.g., A person being nominated for an ARCOM who has previously received four ARCOMs); in block 8 enter ARCOM-4 and in block 10 type enter ARCOM-4OLC. Type “No Awds” when the soldier has no previous awards; do not leave blank or use N/A. List the awards by order of priority as indicated below:

- Medal of Honor (MH)
- Distinguished Service Cross (DSC)
- Defense Distinguished Service Medal (DDSM)
- Distinguished Service Medal (DSM)
- Silver Star (SS)
- Defense Superior Service Medal (DSSM)
- Legion Of Merit (LOM)
- Distinguished Flying Cross (DFC)
- Soldier’s Medal (SM)
- Bronze Star Medal (BSM)
- Purple Heart (PH)
- Defense Meritorious Service Medal (DMSM)
- Meritorious Service Medal (MSM)
- Air Medal (AM)
- Joint Service Commendation Medal (JSCM)
- Army Commendation Medal (ARCOM)
- Joint Service Achievement Medal (JSAM)
- Army Achievement Medal (AAM)

Block 9: LEAVE BLANK IF “ARMY”.

**\* Note: Only for recommendations for award to members of other U.S. Armed Services and foreign nationals. For members of other Services, enter the Service (e.g. U.S. Air Force). For foreign nationals enter country (e.g. Federal Republic of Germany).**

Block 10: Enter the appropriate recommended award including Oak Leaf Cluster.

Block 11: Enter the time period covered by the proposed award (example: 12 May 99 to 1 Jun 02). Retirement awards are normally closed out the last day of the month prior to the soldier being placed on the retired list and may cover up to the past 10 years of service, except for medical retirements.

Block 12: REASON FOR AWARD. Recommendations for Permanent Change of Station (PCS) awards requires the soldier's PCS location annotated in Block 12a on the DA Form 638; for Expiration Term of Service (ETS) or Retirement awards, the total years of service is annotated in Block 12a.

12a: ACH for Achievement  
SVC for Service  
PCS for Permanent Change of Station  
ETS for Expiration of Service  
RET for Retirement

**\* NOTE: "IMPACT" awards do not exist IAW AR 600-8-22. Instead, enter "ACH" for this item. For a POSTHUMOUS award, enter "SVC" for this item and check "YES" [X] for item 13.**

12b: A lesser award approved pending approval of a higher award.

(REASONS) ACH- Achievement (award period usually 90 days or less)  
SVC- Service  
PCS- Permanent Change of Station  
ETS- Expiration of Term of Service  
RET- Retirement (Service awards may be awarded upon retirement, which may include periods of service longer than that served in the recommending command). It is recommended that such periods be limited to periods to the last 10 years of service. This is not to imply that an extended period of service should be considered for every individual who retires. An extended period should only be considered in those cases where the length or nature of the individual's terminal assignment would not qualify him or her for an appropriate award. The "To" date for a RET award is always the last day of the month.

Block 13: POSTHUMOUS ("X" Yes or No)

## **PART II: RECOMMENDER DATA**

Block 14: NAME (Last, First MI)

Block 15: ADDRESS (Unit address)

Block 16: TITLE/POSITION (NCOIC, Branch Chief, etc.)

Block 17: RANK [SPC, SGT, SSG, etc.; **DO NOT** indicate promotable status (P)]

Block 18: RELATIONSHIP TO AWARDEE (Supervisor, Commander, Witness, etc.)

Block 19: SIGNATURE. The recommender must always sign this block. If received unsigned, the award recommendation will not be processed.

**\* NOTE: If the Approval Authority is the recommender, then blocks 23, 24, or 25 require no signature.**

### **PART III: JUSTIFICATION CITATION DATA**

Block 20: ACHIEVEMENTS. For awards of the MSM, ARCOM, and AAM: use bullet statements to list individual's meritorious achievements or service. Block 20 allows for up to 4 separate achievements to be listed. A maximum of 4 lines may be completed. Normal performance of duties does not justify an award. Exceptional performance of duty, above and beyond what is normally expected from the soldier's grade and experience is much more likely to justify an award recommendation. You can fill in one, two, three or all four achievement blocks; the more factual, impact-packed information, the better. If dates are used in these items, the time period should be the same, as those of item, 11a and b. Attachments for these blocks are not accepted.

**\* NOTE: Refer to Appendix B for processing Blocks 20 and 21 of MSMs, ARCOMs, AAMs.**

a. AAM, ARCOM, and MSM (Use concise bullet sentences to describe achievement; use quantitative information as much as possible.)

b. LOM only:

(1) Ensure justifications meet the requirement for award of the Legion of Merit per para 3-10, AR 600-8-22. Recommendations are submitted on DA Form 638, along with a separate recommended citation (9 line maximum) and a one-page, typed, double-spaced, justification in bullet format. More than one accomplishment may be included in a single bullet, separated by a semi-colon, however, no one bullet should exceed two lines. Sub-bullets may be used to describe multiple accomplishments in a single area or event (see example justification below). Past bullet comments from OER's or NCOER's may be useful in developing award justification.

(2) A single page narrative provides space for approximately 25 single line, 15 two-line or a combination of both style bullets. In developing LM justifications, the most important accomplishments should be listed first. Bullets of least importance that cannot fit on the one-page justification may be consolidated into other bullets or removed unless essential to their commendation. Bullets should emphasize individual accomplishment – what the individual did and how well it was done. Phrases, superlatives, and other comments not directly related to actual duty performance or accomplishment only serve to reduce the number of bullets



available and detract from the justification's capability to clearly convey the individual's merit to approving authorities. The following bullet justification example is provided:

**(EXAMPLE)**

**LEGION OF MERIT JUSTIFICATION – RANK, NAME**

- Chief of Intelligence Operations Division, USAREUR ODCSINT.
- Re-energized his division and ensured intelligence operations and IBOS were forefront in USAREUR AOR.
- Aggressively sought and developed ways to provide intelligence to ground commanders.
- Designed intelligence architecture and structure to support KFOR peacekeeping forces; Supported Hunter UAV deployment in support of Allied Force and Task Force Hawk.
  - Ensured logistical and support requirements were in place for arrival of troops and equipment.
  - Ensured seamless handoff between FORSCOM and USAREUR allowing Hunter UAV to collect data within days of arrival.

Block 21: PROPOSED CITATION. (The citation must be in “second person”.) The citation for AAM, ARCOM, and MSM is limited to six lines and is restricted to the space on the DA Form 638 (**DO NOT** submit the proposed citation on a separate page for these awards). All other awards citations are limited to nine lines and may be submitted on 8 ½- by 11-inch bond paper. Awards of the Distinguished Service Medal and above may be up to 19 lines.

Block 22: CERTIFICATION (**Must** be signed and dated by the Battalion S-1 or designated representative.)

**PART IV: RECOMMENDATIONS/APPROVAL/DISAPPROVAL**

Blocks 23/24/25: Intermediate Authority(ies) (i.e. command channel subordinate commanders/supervisors below the Approval Authority). Intermediate authorities can only recommend approval, disapproval, or downgrade. All recommendation must be forwarded to the appropriate approval authority - ensure dates and signatures are entered.

**\* NOTE: Commander of the 38th Personnel Services Battalion, the 55th Personnel Services Battalion, the 90th Personnel Services Battalion, the 510th Personnel Services Battalion, and the USAREUR Band and Chorus have the authority to disapprove**

**recommendations for award of the Army Commendation Medal pertaining to members of their respective commands. Justification is required in Block I (Comments) for all disapproved awards.**

Block 26: Leave blank; will be completed by the Brigade S1

Block 27: Leave blank; will be completed by the Brigade S1

**SPECIAL NOTES:**

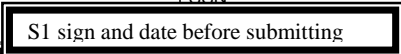
1. Print DA Form 638, double-sided, “Head to Toe”
2. Ensure **ALL** dates and signatures are entered
3. Ensure award recommendations are **ERROR FREE**. Award recommendations with inaccuracies (typographical error, incorrect information) will be returned to the recommender for correction
4. Use “Automated Spell Checker”
5. Ensure the DA form 638 “To” and ”From” blocks route the recommendation through all levels of the service member’s Chain of Command (i.e. Detachment/Company, Battalion, and 1st PERSCOM)
6. The **Original** copy of the DA Form 638 is sent to Cdr, 1st PERSCOM (**No** FAX copies)
7. Ensure previous awards are listed

**RECOMMENDATION FOR AWARD**

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO Commander, 1st PERSCOM APO AE 09081		2. FROM Commander, HHC 1st PERSCOM APO AE 09081		3. DATE  01 JUL 02	
<b>PART I - SOLDIER DATA</b>					
4. NAME RAINMANN, Eric J.		5. RANK SSG		6. SSN 122-45-6789	
7. ORGANIZATION HHC 1st PERSCOM APO AE 09081		8. PREVIOUS AWARDS ARCOM-1OLC,		<div>Include only AAM, ARCOM, MSM, LOM, etc, no service medals or ribbons</div>	
9. BRANCH OF SERVICE <div>← Leave blank except for other branches of services</div>		10. RECOMMENDED AWARD ARCOM 2OLC			
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, C (Ft Drum, NY) PCS		11. PERIOD OF AWARD a. FROM 11 JUN 99 b. TO 11 JUN 02		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12b. PCS: Gaining unit or CONUS assignment. RET: # years service.		11. PERIOD OF AWARD a. FROM 11 JUN 99 b. TO 11 JUN 02		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>PART II - COMMANDER DATA</b>					
14. NAME SKYLER, Mike M.		15. ADDRESS HHC, 1st PERSCOM Unit 29058 APO AE 09081			
16. TITLE/POSITION Platoon Sergeant		17. RANK SFC		19. SIGNATURE <div>← Ensure you sign before submitting</div>	
<b>PART III - JUSTIFICATION AND CITATION DATA</b> (Use specific bullet examples of meritorious acts or service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1 Maintained the highest levels of readiness in all administrative areas. Achieved commendable ratings during the 1999 Command Readiness Inspection for all maintenance management and personnel areas. During the NOV '00 Brigade Command Inspection he achieved a commendable rating for key control. Throughout his three-year tenure, he maintained a 100% AOAP compliance rate for all vehicles assigned to the company and maintenance section.					
ACHIEVEMENT #2 Vastly improved the organization of the company's safety program as the safety NCO, improving the SOP, record keeping system, and ensuring strict adherence to all installation safety requirements. As a result of his dedication and effort, the company achieved a Commendable rating in the area of safety during the Installation Maintenance Award inspection.					
ACHIEVEMENT #3 Displayed exceptional technical knowledge and ability, resulting in him earning battalion NCO of the quarter for 3rd quarter, FY 99. Because of his drive, determination, and maturity, he was chosen over his peers to serve as a maintenance team shop foreman, a position normally reserved for a staff sergeant. Setting the example for other NCOs in the company, he earned his spurs during the battalion spur ride program.					
ACHIEVEMENT #4 Achieved a perfect rating during the battalion's inspection for the Installation Maintenance Award. He also assisted two other sections prepare their areas for the inspection.					
21. PROPOSED CITATION  <b>For meritorious service as a Maintenance Team Chief. Your unparalleled expertise, exemplary devotion to duty, and superior mentorship contributed immeasurably to the unit's readiness and developed dozens of leaders and soldiers. This outstanding performance is in keeping with the finest traditions of military service and reflects distinct credit upon you, 1st Personnel Command, and the United States Army.</b>					

NAME RAINMANN, Eric J.		SSN 123-45-6789	
<b>PART IV - RECOMMENDATION FROM THE SIGNING AUTHORITY</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE 	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO Commander, 1st PERSCOM APO AE 09081	b. FROM Commander, HHC 1st PERSCOM APO AE 09081	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Last, First MI.		f. RANK CPT	
g. TITLE/POSITION Commander, HHC 1st PERSCOM		h. SIGNATURE	
i. COMMENTS Should write comments to help the Approval Authority make decision			
Should write comments to help the Approval Authority make decision			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS Should write comments to help the Approval Authority make decision			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS Should write comments to help the Approval Authority make decision			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Commander, 1st PERSCOM APO AE 09081	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO: DOWNGRADE TO:	
e. NAME Finke, Jon E.		f. RANK COL	
g. TITLE/POSITION CDR, 1st Personnel Command		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ		27b. PERMANENT ORDER NO.	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

APPENDIX B  
Letter of Lateness

UNIT LETTERHEAD

OFFICE SYMBOL

Date:

MEMORANDUM FOR Approval Authority (Brigade Commander, Deputy CG)

SUBJECT: Letter of Lateness – Award Recommendation

1. The attached award recommendation for SGT Jones, John F. is being submitted late because:

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2. POC this action is SFC Roman at DSN 379-1111/0000.

JOHN E. SMITH  
LTC, AG  
Commanding